



(If necessary) Mass update employee experience

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If your LEA has not already done so, increment the years of total professional and non-professional experience, and the years of district professional and non-professional experience.

Additionally, you can use this page to increment the prior years of teaching experience for those individuals in a teaching role. The **Prior Teaching Experience** is the total number of years that an individual has previously held a teaching position in one or more education institutions and is collected during the PEIMS Core Collection: Class Roster.

If this process has not already been completed, it must be done at this time. It is highly important to confirm that it is completed.



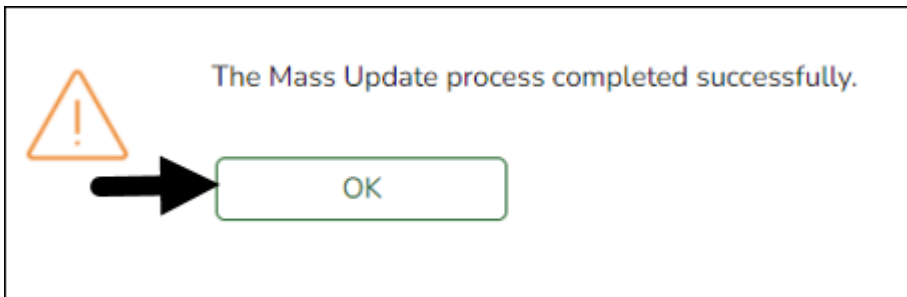
- The Commissioner's Rules on Creditable Years of Service, Title 19, Texas Administrative Code (TAC) §153.1021, serve as a baseline for minimum requirements when determining an individual's years of experience.
- The **Prof Experience Yrs** and **Non-Prof Experience Yrs** should be incremented in separate instances.

Total (Prof) Experience:

Click **Execute**. The Employee Mass Update Report is displayed.

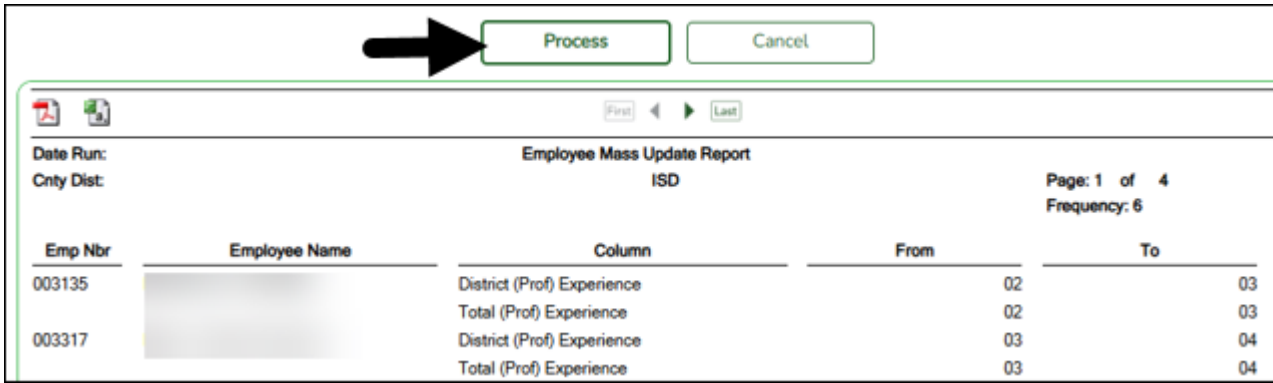
Emp Nbr	Employee Name	Column	From	To
002329		District (Prof) Experience	17	18
		Total (Prof) Experience	24	25
003317		District (Prof) Experience	03	04
		Total (Prof) Experience	03	04

Click **Process**. The following message is displayed.



Total (Non-Prof) Experience:

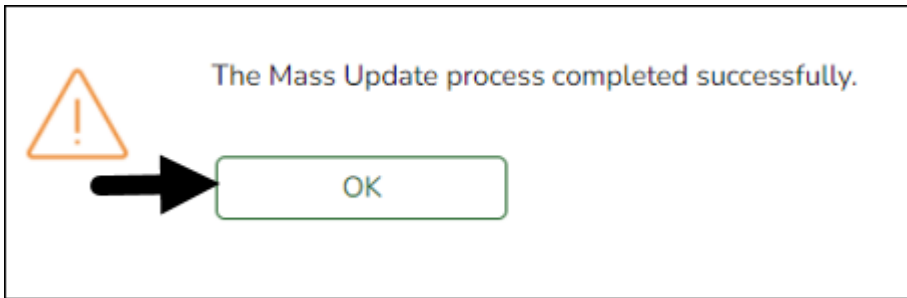
Click **Execute**. The Employee Mass Update Report is displayed.



The screenshot shows a software interface with a 'Process' button highlighted by a black arrow. Below the button is a table titled 'Employee Mass Update Report' with the following data:

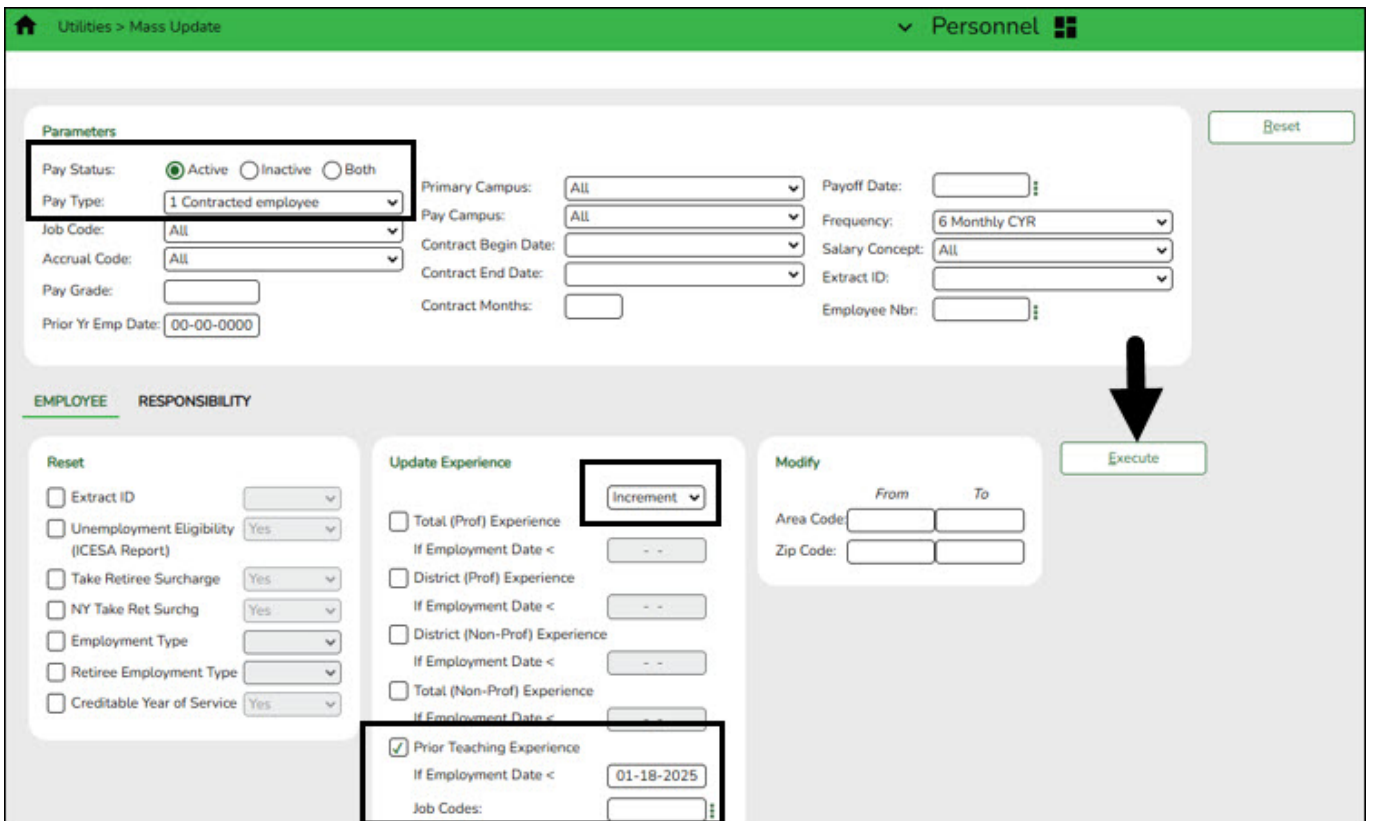
Emp Nbr	Employee Name	Column	From	To
003135		District (Prof) Experience	02	03
		Total (Prof) Experience	02	03
003317		District (Prof) Experience	03	04
		Total (Prof) Experience	03	04

Click **Process**. The following message is displayed.



Use the [Personnel > Reports > Personnel Reports > HRS1100 - Employee Verification Report](#) to verify the accuracy of the years of experience.

Prior Teaching Experience:



The screenshot shows the 'Mass Update' form in a software application. The form is divided into several sections:

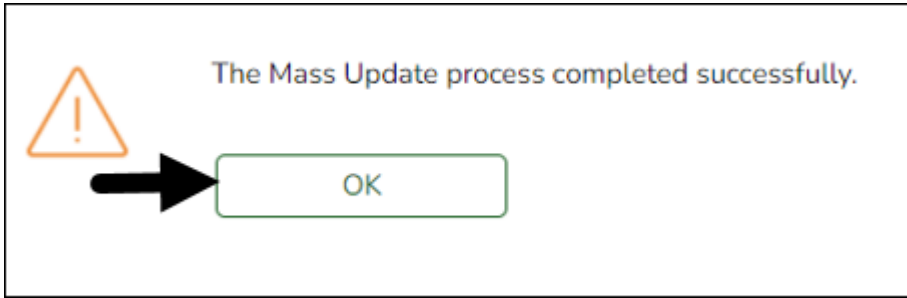
- Parameters:** Includes fields for Pay Status (Active, Inactive, Both), Pay Type (1 Contracted employee), Job Code (All), Accrual Code (All), Pay Grade, Prior Yr Emp Date (00-00-0000), Primary Campus (All), Pay Campus (All), Contract Begin Date, Contract End Date, Contract Months, Payoff Date, Frequency (6 Monthly CYR), Salary Concept (All), Extract ID, and Employee Nbr.
- EMPLOYEE RESPONSIBILITY:** Includes a 'Reset' section with checkboxes for Extract ID, Unemployment Eligibility (ICESA Report), Take Retiree Surcharge, NY Take Ret Surchg, Employment Type, Retiree Employment Type, and Creditable Year of Service.
- Update Experience:** Includes checkboxes for Total (Prof) Experience, District (Prof) Experience, District (Non-Prof) Experience, Total (Non-Prof) Experience, and Prior Teaching Experience (checked). The 'Prior Teaching Experience' section has a date field set to '01-18-2025' and a 'Job Codes' field.
- Modify:** Includes fields for Area Code and Zip Code.

An 'Execute' button is located at the bottom right of the form, pointed to by a black arrow.

Click **Execute**. The Employee Mass Update Report is displayed.

Emp Nbr	Employee Name	Column	From	To
003411		Prior Teaching Experience	4	5
003038		Prior Teaching Experience	8	9
003453		Prior Teaching Experience	0	1

Click **Process**. The following message is displayed.



Responsibility:

Utilities > Mass Update Personnel

Parameters

Pay Status: Active Inactive Both

Pay Type: All

Job Code: All

Accrual Code: All

Pay Grade:

Prior Yr Emp Date: 00-00-0000

Primary Campus: All

Pay Campus: All

Contract Begin Date:

Contract End Date:

Contract Months:

Payoff Date:

Frequency: All

Salary Concept: All

Extract ID:

Employee Nbr:

EMPLOYEE RESPONSIBILITY

Copy

From To

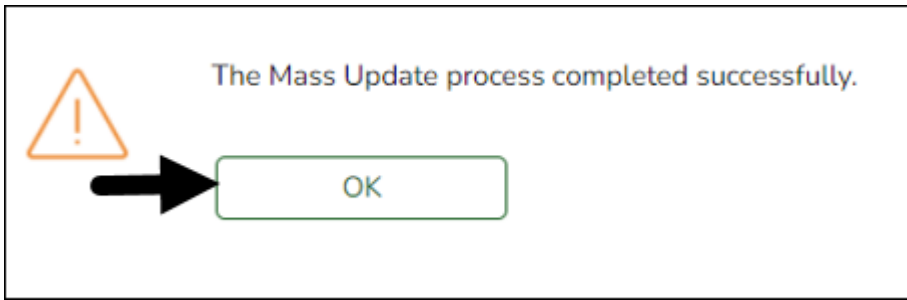
School Year 2025 2026

Execute

Click **Execute**. The Responsibility Employee Mass Update Report is displayed.

Emp Nbr	Employee Name	Campus	Staff Classification	Co-op/SSA LEA	Begin Date	End Date	From	To
002360		104	087		08-14-2024		2025	2026
003375		701	027		07-01-2022		2025	2026
003374		001	041		07-22-2024		2025	2026
003408		104	033		08-05-2024		2025	2026

☐ Click **Process**. The following message is displayed.





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